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Approved For Release 2001/09/04 : CIA-RDP86-00244R000100130011-0 Attachment II

CONFERENCE/BRIEFING SPACE


Dispersal of Meeting Rooms

1. The present CRAMS report includes a listing of Conference Rooms, Situation Rooms, and Briefing Rooms. There are currently 50 locations of this type of space in the Headquarters Building totalling 21721 sq. ft. or 49.4% of the total Agency conference and briefing space. There are 31 locations dispersed in 12 Buildings other than Headquarters. These 31 locations comprise 22199 sq. ft. and represent 50.6% of the Agency total of 43920 sq. ft. of space devoted to conference type usage.

21721 sq. ft. Headquarters Building	49.4
22199 sq. ft. 12 other building locations	<u>50.6</u>
	100.0

Detailed distribution is shown in attached worksheets and CRAMS listing.

Conference/Briefing Type Space Distribution:

2.	SPACE		AGENCY ON DUTY STRENGTH	
	Amount Of square feet	Percent	Number of Employees	Percent
DCI	4088	9.3		
DDS	7764	17.7		
DDP	8679	19.8		
DDS&T	8280	18.8		
DDI	15109	34.4		
NPIC	(9375)	(21.3)		
Other	(5734)	(13.1)		
TAS				
	<u>43920</u>	<u>100.0</u>		

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Poor Space Management:

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3. BPS/OL concurs with the findings in the [REDACTED] report dated 20 January 1969 on Agency space utilization in the Metropolitan Washington area. The report states that "an excessive amount of space appears to be devoted to conference room/briefing room use; particularly in view of the proportion of supervisors and senior executives with sufficient private office space for moderate sized staff briefings. Although it is doubtful that optimum utilization is being realized in the absence of some definitive measurement of conference room use, estimates of conference room requirements remain speculative".

Conference/Briefing Room Percentage of Total Space:

4. The 21721 sq. ft. of Headquarters Building space devoted to Conference type utilization represents 2.1% of the total building space occupied by Agency components while the 22199 sq. ft. outside of the Headquarters Building represents 2.7% of the space occupied by Agency components. An allocation of Conference space outside of the Headquarters Building equal to the Headquarters Building rate of 2.1% would result in a recapture of approximately 5000 sq. ft. of space.

Reduction Potential in Conference type space:

5. All Directorates should reappraise their conference space holdings with a positive view toward reducing these holdings. Few conference rooms are known to be in use as much as 50 percent of the time. Thus a reduction by directorate of 15 percent of their space allocated to conference and briefing use should be workable. Elimination of a few conference rooms and reducing the size of others could release at least 5000 sq. ft. or the equivalent of 30 or more offices. Judicious control by Directorate of its remaining conference space, with continued or possibly greater use of offices for moderate sized meetings should satisfy the requirements for such facilities.

Recapture or Turn-Around Use of East Building Space:

6. The ODCI Conference Room of 810 sq. ft. and standby DCI offices in the East Building were created as a downtown location for the Director of Central Intelligence during the era of Mr. McCone. Release should be considered of this entire DCI suite in the East Building which consists of 4676 sq. ft. It is understood that this space has been used only a few times since its creation. It could be put to productive use in these times of space shortages.

Centralized Conference Areas:

7. The Building Planning Staff is considering the provision of strategically located conference rooms for use by components in the vicinity of each, in new facilities to be constructed at the Headquarters site. Also the practice of providing sufficient space to key officers to permit small conferences in their offices will be continued.

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CONFERENCE ROOMS

		<u>SPACE (SQ. FT.)</u>					
<u>NO</u>	<u>LOCATION</u>	<u>DCI</u>	<u>DDS</u>	<u>DDP</u>	<u>DDI</u>	<u>DDS&amp;T</u>	<u>TOTALS</u>
53	Headquarters Bldg.	3278	2787	7469	3453	4734	21721
1	Printing Svcs Bldg.		165				165
15	Ames Center Bldg.		1200			2235	3435
2	Key Bldg.		315		651		966
6	Magazine Bldg.		1960		1630		3590
2	Glebe Bldg.		580				580
1	Central Bldg.			150			150
1	South Bldg.			385			385
2	East Bldg.	810		675			1485
5					9375		9375
2						1311	1311
1			489				489
1			268				268
<u>92</u>	<u>Totals</u>	<u>4088</u>	<u>7764</u>	<u>8679</u>	<u>15109</u>	<u>8280</u>	<u>43920</u>

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		Space (Sq. Ft.)					
ROOM NO.	COMP	DCI	DDS	DDP	DDI	DDS&T	REMARKS
	GA3905	OCS				273	Conf. Rm.
25X1A	GG27			164			Briefing Rm.
	GF44			260			Conf. Rm.
	1F13	OC	334				Briefing Rm.
	1H19	CRS			300		SA - Conf. Rm.
	1E4816	CRS			260		Conf. Rm.
25X1A	1D1614	FMSA				250	Conf. Rm.
	1E48			888			SA-C/S.T. Rm.
	1D39	OPSR		588			SA-Conf. Rm.
	1H51	OPSR		270			SA-Conf. Rm.
	1D4021	OMS	299				Conf. Rm.
	2E29	OCS				225	SA-Conf. Rm.
	2D03	OC	360				Conf. Rm.
	2E62	CRS			483		Conf. Rm.
	2C40	CI		300			Conf. Rm.
	2B44	CI		300			SA-Conf. Rm.
	2D08	FI		315			Conf. Rm.
	2C24	MPS		400			Conf. Rm.
	3F20	OS		231			Conf. Rm.
	3E30	NIPE	369				Conf. Rm.
	3E62	ONE	375				SA-Conf. Rm.
	3G03	OSR			292		Conf. Rm.
	3D29	WH		287			Conf. Rm.
	3D03	CA		424			Conf. Rm.
	3C44	ODDP		540			SA-Conf. Rm.
	3C28(&3C24)	ODDP		823			Conf.
	4F21(&4F31)	OER			1000		Conf.
	4E64	OS		483			Conf. Rm.
	4B42	EUR		300			Conf. Rm.
	4C24	EUR		318			SA-Conf. Rm.
	5D03	FE		435			Conf. Rm.
	5B46	SB		300			Conf. Rm.
	5G04	OEL				519	SA-Conf. Rm.
	5E60(&5E62)	OP		528			Conf. Rms.
	6E07	OPPB	680				SA-Conf. Rm.
	6F25	OSI				700	SA-Conf. Rm.
	6F21	OSI				400	Conf. Rm.
	6E60	ODST				525	Conf. Rm.
	6E61	ODST				450	SA-Briefing Ctr.
	6B44	OSP				300	Conf. Rm.
	6B02	OSP				1092	SA-C/Situation Rm.
	6D29	NE		287			Conf. Rm.
	7B44	FI		270			Conf. Rm.
	7E32	ODDI			491		Conf. Rm.
	7F36	OCI			252		Briefing/Panel Rm.
	7F27	OCI			375		Conf. Rm.
	7D34	ODDS		552			Conf. Rm.
	7D60	ODCI	680				Conf. Rm./Dir.
	7E26	ODCI	692				Conf. Rm.
	7E62	ONE	482				Conf. Rm.

Fifty Rooms

3278

2787

7469

3453

4734

(21721)

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**CONFERENCE ROOMS**

(Other Than Headquarters Building)

Space (Sq. Ft.)

<u>Bldg.</u>	<u>Room No.</u>	<u>Comp.</u>	<u>DCI</u>	<u>DDS</u>	<u>DDP</u>	<u>DDI</u>	<u>DDS&amp;T</u>	<u>Remarks</u>
PSD	(1st. Flr)	OL/PSD		165				Conf. Rm.
Ames	G02	OP		200				Conf. Rm.
	517	ORD					300	Conf. Rm.
	607(&617)	ORD					700	Conf. Rms.
	725 (7 Rms.)	ORD					1235	Conf. Rms.
	816	OC		480				Conf. Rm.
	(10th Flr)	OL		490				Conf. Rms
	1207	OL		350				Conf. Rm.
KEY	400	DCS				651		Conf. Rm.
	1215	OF		315				Conf. Rm.
MAG.	211	OP		230				Conf. Rm.
	405	OP		250				Conf. Rm.
	503	OSR				560		Conf. Rms.
	609	OS		1480				SA-Briefing
	901	OB61				195		Conf. Rm.
	904	OB61				875		Confs/NIS
Glebe	730	OTR		280				Brief Rm.
	819	ORT		300				Conf. Rm.
Central	(1st. Flr)	TSD			150			Conf. Rm.
South	221	TSD			385			Situation Rm
								SE
East	(Bsmt)	TSD			675			Conf. Rm.
	(1st Flr)	ODCI	810					Conf. & Booth
	111(113&15)	NPIC				660		Conf. Rooms
	N414	NPIC				400		Conf. Rm.
	N212	NPIC				640		Conf. Rm.
	N217	NPIC				7275		Briefing
								Theatre Rm
	N222	NPIC				400		Conf. Rm.
	1B14	OSA					325	Conf. Rm.
	1D11	OSA					986	SA-Briefing
								Ctr.
	1A39	OS		489				Conf. Rm.
	(1st Flr.)	TD		268				Conf. Rm.
<b>TOTALS</b>			<u>810</u>	<u>5297</u>	<u>1210</u>	<u>11656</u>	<u>3546</u>	<u>(22519)</u>

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